

**Rainbows**

**Nursery**

**Parent Information Pack**

Rainbows Nursery

Barnes Road

Shenstone

Lichfield

Staffordshire

WS14 0LT

Tel: 07514008123

**Introduction**

Welcome to Rainbows. Our main objective in our nursery is to create a fun, yet stimulating experience, where your child can develop their social, physical, intellectual and emotional skills. We endeavour to create a loving and caring ‘home-from-home’ environment, where children can feel safe and nurtured.

Rainbows Nursery is set in a privately-run building situated on the grounds of Greysbrooke Primary School in Shenstone. The nursery is managed by Mrs Kirsty Winwood, who qualified as a primary school teacher in 2010.

We are open 5 days a week, term time only, from 9am until 5pm. We accept funded hours between the hours of 9am – 3pm.

**Staffing**

We currently have seven staff members each qualified in paediatric first aid and safeguarding. Each member of staff have been DBS checked with the Disclosure and Barring Service.

**Children’s Learning and Development**

The EYFS framework ensures that Rainbows follows the principles outlined below:

* Children learn through play
* Nursery staff work closely with parents
* Your child’s learning at home is taken into account
* You are kept up to date with your child’s progress
* The welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities are met.
* Each child is allocated a key worker to ensure they make at the very least, satisfying progress

The EYFS framework has 4 themes that we build on:

* **A unique child** – Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
* **Positive relationships** – Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
* **Enabling Environments** – The environment plays a key role in supporting and extending children’s development and learning.
* **Learning and development** – Children develop and learn in different ways and at different rates. All areas of learning and development are equally important.

**Fees**

The cost of each session is £6 per hour.

Your child may be eligible for Think2 funding, depending on your circumstances. This entitles children aged 2 to 15 hours free funding. To find out if you are entitled visit **www.staffordshire.gov.uk/think2**

The term after your child is three, they will receive 15 hours free funded hours. Any additional hours will be charged. These hours will be between the hours of 9am and 3pm only. In addition, we ask for a contribution of £1.00 per day for the extras we provide above the basic funded hours provided by Staffordshire county council. These include extras such as external visitors, higher staff ratios, two qualified teachers, a daily healthy snack, all staff paediatric first aid trained, phonics lessons and weekly cooking.

**What will my child do whilst at Rainbows?**

The curriculum framework that we follow is part of the Early Years Foundation Stage (EYFS). This is what the government describe the time in the child’s life between birth and age 5. The framework sets out the standards for learning, development and care for children during this period. The EYFS document can be accessed at:

**www.gov.uk/government/publications/early-years-foundation-stage-framework--2**

Ideas of what you can be doing at home with your child to help with their progression can be found at:

**www.earlyhomelearning.or.uk**

We keep records by regularly assessing your child. The information we obtain from observing your child enable us to plan their next steps in their learning. The observations can be in the form of written notes or photographs.

If at any time you have any worries, concerns or questions please ask to speak to your child’s key person or to the nursery manager. Please do not worry in silence; most of the staff have had children in school and have probably had similar worries at some time.

**The role of the Key Worker**

Every child that attends Rainbows Nursery has a key person designated to them. Each key person will introduce themselves to you at the beginning of your child’s time with us. Although all of the staff work as a team and are there for each and every child, your child’s key person will be spending time with your child and yourselves to develop a strong and positive relationship. Your key person will be able to offer any additional support to enable your child to eperience an enriching environment and to settle into the routines of Rainbows. They will also ensure that there are opportunities to learn and play with things that interest your child, be it dressing up, Peppa pig, train sets and so on. As your child’s first educator, we believe that you know your child best and we will give you opportunities to contribute to assessment by sharing information about what your child likes to do at home.

**The Timetable**

When children arrive, they have ‘free-play’ time. During this time, they are encouraged to take their name cards from the board and put them into the tin for registration. There are always a variety of toys and activities on offer, such as sand, water, drawing, reading corner, puzzles and sensory trays with things like rice, pasta, foam, jelly, oats etc. There will also be construction equipment such as Duplo, train sets etc, small play toys such as farmyard, dinosaurs etc, electronic toys and equipment and other activities which encourage social skills, hand-eye coordination and concentration skills.

Everything is planned and timetabled but we are flexible to a child’s request for a specific activity.

There is always an adult led activity, such as colour matching, letter sounds, craft activities, counting games etc, where each child can be helped according to their needs.

The children also enjoy singing, dancing, story time, number rhymes, instruments etc. We have an outside area with bikes, bats and balls, climbing frame, mud kitchen and music making area. We go on walks to the park or the library; we will ask for your consent beforehand and always have the appropriate ratios.

We have outside visitors such as French teachers, yoga and dance teachers to enhance your child’s experience and we also encourage ‘stay and play’ sessions with parents and grandparents during the year.

**Learning Journey Profiles**

Your child’s profile will be filled with lots of photos, written observations and drawings taken of their time at Rainbows. We will send these home with your child; this provides an opportunity for a shared document of progress. We encourage parents to add to their child’s book with photographs, pictures and notes of things your child has done at home. For example, holidays, visiting friends and relatives, day trips, practising writing, potty training successes etc. We have found that the children love to use this to show the other children what they have been doing. Not only does this build your child’s confidence but it is a great communication diary between us and you at home. We may also send your child home with information sheets of things you can be doing at home with your child that link with the topics at Rainbows.

**What do children need to wear?**

We do lots of messy activities at nursery for fun and to learn. It is really important for your child to enjoy and participate in them if they want to, without fear of getting messy. Therefore, we ask you to send them in old clothes that are easy to take on and off, easy to pull up sleeves and elasticated trousers. Shoes without laces are much easier for the children to put on and assist with gaining independence.

**What do children need to bring?**

Each child has their own designated peg in the cloakroom to hang their coat on. Please also bring a named bag with a complete change of clothes.

If your child wears nappies we will ask you to also pack nappies, wipes, cream and nappy sacks in their bag.

We would be very grateful if you can discourage your child from bringing in toys; they only sit on the side and could get lost or broken. We have found that this discourages your child from learning through play with all of the activities we have at nursery.

On occasion we have had children at Nursery with food allergies. If this is the case you will be notified by letter or text and kindly asked to avoid sending your child in with foods containing certain ingredients. Rainbows is a nut free zone at all times.

We have snack time mid-morning. Children sit altogether at the table and are given the opportunity to choose from a range of healthy snacks and they are given milk or water to drink. Children also have access to water to drink throughout the session.

**Illness**

If your child is ill, we ask that you notify us in advance if possible.

Sickness and diarrhoea are very common. We ask that you **do not** send your child into Nursery until 48 hours after the last bout of either. This prevents the spread to other children and staff.

If your child has a rash, we would ask that they are not sent to nursery until it has been diagnosed by a doctor or disappears.

Coughs and colds are also common. A child may be able to attend nursery with a cold, but if they feel tired or in any way ill, we ask that they do not attend.

We need to be made aware if your child has any medicine administered prior to attending Rainbows – especially Calpol or similar. If your child requires medication at Rainbows, we will ask you to complete a medicine form explaining the reason and dosage etc. We will not administer any paracetamol suspension or ‘over the counter’ medicines unless they have been specifically prescribed by your child’s doctor.

If your child becomes ill whilst at nursery we will inform you and ask you to come to collect your child. We will also send your child home with a letter asking if there is a possible risk of a spread of infection within nursery; we follow the Department of Health guidelines in exclusion for infectious or contagious illness and are always happy to advise you. Please look out for information sheets on the noticeboard in the foyer.

**Do we come in to drop the children off?**

Please bring your child into the cloakroom and help them with their coats. They can then come into the room and select an activity that is already laid out. If your child is happy to do this, great – if not you are welcome to come in and sit with them until they are settled for however long it takes. If you do leave while your child is upset, we will contact you if they do not settle. You are also welcome to telephone to check if they are ok. At the end of the session please come into the cloakroom and we will bring your child to you.

We will need to know if anyone different is collecting your child from Rainbows and we will ask you to fill in a slip when you drop your child off, giving permission and name and contact details of this person.

**Policies**

We have the following policies in place which are accessible to you as parents and copies can be obtained should you wish to see them; these policies enable us to give a good quality provision that is compliant with the Statutory Framework for the Early Years Foundation Stage (EYFS):

Admissions Anti-bullying

Administering medication Sick children

Staff policies Curriculum

Equal opportunities Special educational needs

No smoking Volunteers

Arrival/departure Risk assessment

Fire safety Outings

Health / Safety Information and records

Confidentiality Selecting toys and equipment

Accident procedure Settling in

Operational plan Mobile phone/camera policy

Child protection Suitable people

Staff and child ratios Key person

Staff qualifications, training, support and skills

Failure to collect a child/missing person

Child or parent complaint procedure

Modifying unacceptable behaviour

**Rainbows Nursery has a duty to safeguard children against suspected or actual ‘significant’ harm**

**Complaints, requests and suggestions**

We welcome your suggestions to improve our services at Rainbows Nursery. Staff are always available to discuss any concerns or problems; we will do our best to resolve them. This will be recorded in order to ensure action is taken to your satisfaction.

If the matter remains un-resolved, you as a parent are welcome to contact OFSTED if you are unhappy with any aspect of the nursery at the address shown below.

**Ofsted**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M1 2WD**

**Tel: 0300 123 1231**

**Anything else?**

In order to claim your child’s free sessions, we will need to see their birth certificate. We need this during the first week. You will need to fill out and sign a funding form for each term. We have to record the child’s full name and address; we will also ask for emergency contact details for all parents and carers who are responsible for the child attending nursery.

If you need any more information, please ask or call. If you need to contact us as a matter of urgency, please use this number:

**Rainbows 07514 008 123**

***We look forward to meeting you and your child***